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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 15 February 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #7

I. SIGNIFICANT ITEMS - None

25X1

II. OTHER ITEMS

B. DELINQUENT ADVANCE ACCOUNTS: Of the ten delinquent advance accounts reported this month by the Finance Division only one remains unsettled. The individual concerned is negotiating settlement with the Finance Division. OTR funds are not involved.

25X1

(2) Class A Station Orientation

Arrangements are completed for two Certifying Officers to spend two weeks each in March  prior to their departure for overseas. During this period they will participate in the monthly closing of the accounts and any other relevant finance operations.

25X1

(3) Briefings Given at Headquarters

The three standard briefings are being revised by the Processing Section with the concurrence of all OTR components concerned.

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(2) Weekly Report

The project traffic report for the period 8 through 14 February 1956 is attached.

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**E. RECORDS MANAGEMENT:**

(1) The Records Control Schedule has been distributed to all OTR components at Headquarters [REDACTED]

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(2) The consolidation of Registrar files has resulted in a standard trainee card file thereby eliminating the need for one safe.

(3) Management Survey of Personnel Records

On 15 February [REDACTED] from the Management Staff conducted a special survey of OTR Personnel Section with a view to analyzing current records maintained in OTR on personnel matters. This survey was part of an Agency-wide study on this matter.

25X1

**F. SPACE**

(1) Alcott Hall, Wing B, 2nd floor is being reconstructed to accommodate the offices of the Junior Officer Training Program and the Reading Laboratory. Alterations should be completed by 20 February 1956 and JOTP offices moved immediately thereafter.

(2) Curie Hall

Elements of the Basic School and the Assessment and Evaluation Staff now in Curie Hall are scheduled to be moved to Quarters Eye. This is part of a general move plan involving several major components. No further information is available on this move at present.

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**G. OTR CAREER MANAGEMENT PROGRAM:**

In order to assure continued control of implementation of the Office of Training career program, Personnel Section is preparing several drafts of proposed OTR Regulations and Notices for approval at the 27 March Career Service Board Meeting. These proposals will cover OTR/CSB policy on handling of Career Plans for "non-TR" designees assigned to the OTR T/O, for Career Plan responsibility for persons on "detail," and administrative handling of TR designees pending return to Headquarters after field assignments.

**H. CIA CAREER COUNCIL MEETING 17 February 1956:**

The 17 February 1956 Career Council Meeting will devote its attention to progress within all career components on career planning

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and career management. Personnel Section has prepared a study and analysis of the OTR career management program for presentation to the Council.

I. PERSONNEL ITEMS:

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